

MICHIGAN DRUG COURT GRANT PROGRAM
PROGRAM DESCRIPTION AND REQUIREMENTS
Fiscal Year 2007

Purpose Area - Planning Grant

Overview:

Planning grants are for jurisdictions that are interested in establishing a new drug court and are in the early stages of planning that effort.

Purpose and Goals:

Planning grants will assist jurisdictions that intend to establish a drug court. Planning grants will enable grantees to undertake a relevant needs assessment to identify the characteristics of their drug caseload, offender population, and treatment options. **Planning grants are limited in scope and will not necessarily lead to subsequent state or federal funding to implement the programs that result from the planning effort.** The outcome of the planning process, however, should enable grantees to develop a sufficient needs assessment and cost analysis to justify a funding request to local, state, or federal funding sources. Applicants are required to apply for the Bureau of Justice Assistance Drug Court Planning Initiative (DCPI) training to assist in the planning stages of the drug court. It is important to review the federal guidelines for data collection and evaluation criteria in planning the drug court as these issues would need to be addressed in order to pursue federal funding for implementation of the drug court.

Program Requirements:

- I. **Applicant Summary:** The applicant summary should be completed, including signatures as required. (page six of the grant application)
- II. **Program Abstract:** A one-page program abstract summarizing the goals and objectives of the grant request.
- III. **Narrative:** The program narrative should not exceed nine double-spaced pages. At a minimum, the application must include the following:
 - A. Problem statement that outlines the current case process in the applicant's jurisdiction, including the volume and any recent increase in nonviolent drug/alcohol offenses. (1 page)
 - B. Goal statement or statements and related objectives that clearly describe: 1) how the planning grant would assist the jurisdiction in establishing a drug court program; 2) the issues to be addressed during the planning process; 3) the anticipated outcomes to be achieved; and 4) the process that will be undertaken to plan for its establishment. Goal statements should be related to the *Ten Key Components* of the drug court program. Goal statements for courts that are planning to develop a DWI, Juvenile, or Family Dependency drug court should also relate to the principles and strategies outlined in *The Ten Guiding principles of DWI Courts, Juvenile Drug Court: Strategies in Practice* (16 Strategies of

Juvenile Drug Courts) or *Family Dependency Treatment Courts: Addressing Child Abuse and Neglect Cases Using the Drug Court Model*. (maximum 4 pages)

For these publications, refer to the following links:

The Ten Key Components: <http://www.ojp.usdoj.gov/BJA/grant/DrugCourts/DefiningDC.pdf>

DWI Courts: http://www.ndci.org/pdf/Guiding_Principles_of_DWI_Court.pdf

Juvenile Drug Courts: <http://www.ncjrs.gov/pdffiles1/bja/197866.pdf>

Family Dependency Drug Courts: <http://www.ncjrs.gov/pdffiles1/bja/206809.pdf>

This section must include for each stated goal and objective a description of how progress toward achieving the goals and objects will be quantified and measured during the funding period.

- C. Clearly identify the relevant stakeholders in the applicant's jurisdiction. Describe how these parties will participate in the planning process and in the development of a drug court's steering committee. Discuss how the parties required in the memorandum of understanding pursuant to 2004 PA 224, § 1062 will be identified. The work experience and the amount of time to be spent on the project must be identified for the individual designated to manage the planning grant and planning process. (maximum 4 pages)

- IV. **Budget:** The budget section of the grant application, including the budget narrative, should be completed according to the directions outlined in the budget section. (pages 8 through 16 of the grant application)

- V. **Assurances:** Complete the assurances section of the grant application, which includes required signatures. (pages 17 through 19 of the grant application)

- VI. **Letters of Support:** Letters of support should be attached as an appendix.

Letters of support are required from each of the five key team members (judge, prosecutor, defense attorney, treatment provider, and project director). If a treatment provider has not been selected, please include a letter from the director of the county substance abuse coordinating agency. Letters of support should include the following:

- A. An expression of support for the project.
- B. Willingness to participate in the development of the project.
- C. Their role and responsibility in the planning process.
- D. Expected responsibilities and resources when the drug court is operational.
- E. Willingness to participate in a mentor drug court site visit and participate in statewide drug court training conferences that may be offered.

The letters of support, the budget, and the budget narrative are not included in the nine-page limit for the narrative.